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Name of Traveler: Jake Baker

Employing Office/Committee: Senate HELP Committee - Chairman Alexander

Private Sponsor(s) (list all): Jobs for the Future (JFF), Lumina Foundation and The Joyce Foundation

Travel date(s): August 27, 2019 - August 29, 2019

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Denver, CO

I cover policy related to workforce development and education for Chairman Alexander, and this trip will help me better understand how states and local governments are utilizing federal programs to better serve their citizens. This trip will highlight the successes and challenges in the Denver area, and innovative strategies that Colorado is putting in place.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7-26-2019  
(Date)

*(Signature of Employee)*

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Alexander hereby authorize Jake Baker  
*(Print Senator's/Officer's Name)* *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7-26-2019  
(Date)

Lamar Alexander  
(Signature of Supervising Senator/Officer)

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future (JFF), Lumina Foundation and The Joyce Foundation.
2. Description of the trip: The Congressional Staff Network Site Visit to Denver, CO to examine high quality and innovative education, workforce and poverty alleviation programs. See attachments for detail.
3. Dates of travel: August 27, 2019 - August 29, 2019
4. Place of travel: Denver, CO
5. Name and title of Senate invitees: See attachments for more detail.
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JFF, Lumina Foundation and The Joyce Foundation select sites and topics around which to base site visits depending on the quality of programming and their relationship to education, workforce development and poverty alleviation policy. See attachments for more detail.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attachments for each sponsor's mission and how the purpose of the trip relates to that mission.

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JFF has previously planned similar trips for over 10 years. Lumina Foundation and The Joyce Foundation recently co-sponsored a similar trip with JFF in August 2018 to Detroit, MI and in February 2019 to Memphis, TN. Prior to August 2018, JFF was the sole sponsor. See attachments for more detail.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Each sponsor performs additional educational activities outside of sponsoring congressional trips. See attachments for more detail.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$553.00 (see attachments for more details)	\$362.00 (see attachments for more details)	\$209.00 (see attachments for more details)	NONE
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves events that are arranged or organized specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip

JFF, Lumina Foundation and The Joyce Foundation selected Denver, CO due to the city's strategies in addressing education, workforce development and poverty policy. See attachments for more detail.

19. Name and location of hotel or other lodging facility:

The Brown Palace Hotel: 321 17th St. Denver CO, 80202

20. Reason(s) for selecting hotel or other lodging facility:

The hotel is geographically convenient and offers government per diem rates.

- The lodging expenses will equal the government per diem rates for Denver, CO in August. The meal

expenses will be equal to the government per diem rates for Denver, CO in August.

- The following will be provided: Round trip coach class train from Union Station to BWI; Round trip coach

class airfare from BWI to Denver; and a chartered coach bus service for two days of ground transportation

- List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

NONE

- Signature of Travel Sponsor:**

**Name and Title:** Maria Flynn, President/CEO

Name of Organization: Jobs for the Future (JFF)

**Address:** 122 C st NW Washington, DC 20001

Telephone Number: 617-728-4446

**Fax Number:**

E-mail Address: [mflynn@jff.org](mailto:mflynn@jff.org)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

SIGNATURE PAGE FOR ADDITIONAL SPONSOR

(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the 8/27/2019 - 8/29/2019 trip  
to Denver, CO Dates of Travel (Month Day, Year)  
Place of Travel is true, complete, and correct.

Signature of Travel Sponsor: Ellen S Alberding  
Ellen Alberding, President

Name and Title: The Joyce Foundation

Name of Organization: 321 North Clark St. Suite #1500 Chicago, IL 60654

Address: 312-782-2464

Telephone Number:

Fax Number:

E-mail Address: swilkins@joycefdn.org

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
**SIGNATURE PAGE FOR ADDITIONAL SPONSOR**  
*(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the 8/27/2019 - 8/29/2019 trip  
to Denver, CO is true, complete, and correct.  
*Dates of Travel (Month Day, Year)*  
*Place of Travel*

Signature of Travel Sponsor: Danette Howard  
Name and Title: Danette Howard, Ph.D., Senior Vice President  
Name of Organization: Lumina Foundation  
Address: 30 S Meridian St. Suite #700 Indianapolis, IN 462014  
Telephone Number: 800-834-5756  
Fax Number: \_\_\_\_\_  
E-mail Address: dhoward@luminafoundation.org



## **Attachments**

### **Congressional Staff Network for Economic Advancement August 27, 2019 – August 29, 2019 Denver, CO**

#### **Question #2 Description of the Trip:**

The Congressional Staff Network for Economic Advancement brings together a bicameral, bipartisan group of senior Congressional staff to focus on policy issues at the core of economic mobility: K-12 education, postsecondary education, workforce development, and poverty alleviation. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the region, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.

#### **Question #5 Senate Staff:**

Adzua Agyapon, Legislative Assistant, Senator Bennet

Jake Baker, Professional Staff, Senate HELP Committee

Manuel Contreras, Junior Policy Advisor, Senate HELP Committee

Sam Hatstrup, Legislative Correspondent, Senator Portman

Lindsay Linhares, Senior Policy Advisor, Office of Senator Hyde-Smith

Karishma Merchant, Senior Education Policy Advisor, Office of Senator Tim Kaine

Marisa Morin, Policy Fellow, Office of Senator Wyden

Julia Sferlazzo, Senior Policy Advisor, Office of Senator Casey

Alex Vargo, Legislative Assistant, Office of Senator Romney

Adam Wek, Legislative Assistant, Office of Senator Thune

#### **Question #12 Role of Sponsor:**

Jobs for the Future (JFF), Lumina Foundation and The Joyce Foundation work together to select sites and topics of interest around which to base site visits and forums, considering congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. The sponsors develop and execute the agenda and arrange logistics for the trip. JFF serves as the point of contact for staff.

JFF's mission is the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustaining careers; Lumina Foundation's mission is the commitment to making opportunities for learning beyond high school available to all, envisioning a system that is easy to navigate, delivers fair results, and meets the nation's need for talent through a broad range of credentials; and The Joyce Foundation's mission is investments in public policies and strategies to advance racial equity and economic mobility for the next generation. All three sponsors work is informed by research, analysis, and best practice. JFF, Lumina Foundation and The Joyce Foundation's mission supports the purpose of the trip, learning and highlighting programs that expand opportunities for all through education, workforce development and poverty alleviation policy.

JFF has sponsored trips through the Congressional Staff trips and events for over 10 years. Examples of this work includes the following: held numerous DC-based local forums and conducted multiple site visits where senior congressional staff have the opportunity to see high quality workforce programs and learn from experts and practitioners on the ground, about the impact of federal policy in their fields of responsibility. Visits have included programs in: Charlotte, NC; Bridgeport, CT; Cincinnati, OH; Madison, WI; Philadelphia, PA; Detroit, MI, Wichita, KS, Nashville, TN, Seattle, WA, Eastern KY, Fredericksburg, VA, Detroit, MI (again), and Memphis, TN. The purpose of these trips (and the Network) is to provide in-depth learning opportunities for staff on workforce, education, and economic security issues. Lumina Foundation and The Joyce Foundation joined JFF as sponsors in 2018 playing a substantive role in the planning and development of the Congressional Staff Network site visits to Detroit, MI; Memphis, TN and Denver, CO.

JFF works with partners around the country to design and drive the adoption of education and career pathways leading to college, career readiness and career advancements for those struggling to succeed in today's economy. JFF improves pathways from high school to college to family-sustaining careers through relevant technical assistance, research, publication of reports, briefs and blogs and hosting events, including national conferences. Lumina Foundation is working with partners to bring greater transparency to all credentials and better serve underrepresented communities through; robust communication - providing daily newsletters to the public which highlight Lumina's recent publications as well as other publications that are relevant to their mission and Lumina funds projects that research and implement (through technical assistance) best practices around education, training and overall skill development throughout the nation. Lumina Foundation's work supports smoother student transitions and creative, flexible pathways

for all learners. The Joyce Foundation supports policy research, development and advocacy – identifying innovative solutions and investing in their success. Through this work, The Joyce Foundation: funds organizations that focus on education and economic mobility, convenes coalitions focused on a specific education or workforce strategy and promotes findings through distribution of materials (i.e. policy briefs or reports).

**Question #16 Good Faith Estimates for Senate Staff Travel and Meal Expenses:**

**Transportation:** Round trip coach class train fare from Union Station to BWI = \$28.00. Round trip coach class commercial airfare from BWI (Baltimore) to DEN (Denver) = \$450.00 per person. On the ground transportation, via chartered coach class bus service for two days in Denver = \$75.00 per person. Total transportation expenses = **\$553.00 per person.**

**Lodging:** Lodging at the Brown Palace Hotel for two nights = **\$362.00 per person.** (\$181.00 per night in line w/ per diem)

**Meals:** Meals for two days and one day of travel= **\$209.00 per person.**

**Question #18 Reason for Selecting Location:**

The sponsors selected Denver, Colorado for this site visit because of the workforce development and education efforts of the city, specifically the way they are utilizing federal funds to bridge secondary and post-secondary systems to target special populations for skill development opportunities in high demand industries. Denver is an interesting city, with a depth of history and culture, and it has strived to develop innovative practices to better upskill and serve its hardest to serve population in the local job market. This visit will highlight Denver's commitment to innovative K-12, post-secondary and workforce models that promote skill development and poverty alleviation. The visit will shed light on implications for K-12, higher education and workforce development policy, specifically on career pathway approaches and strategies for supporting today's most vulnerable learners.





## AGENDA

**Tuesday, August 27, 2019**

- **Sam Bailey**, Vice President of Economic Development, Denver Metro Chamber of Commerce

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**5:00 – 6:30 p.m.**

## Tour of the CSU Global Campus

Staff will tour the new CSU Global Campus and hear about the work carried out in the facility – how the campus is providing alternative postsecondary learning through strong college and career pathways.

## Travel to Hotel & Check In

**Brown Palace Hotel**

- 321 17<sup>th</sup> Street, Denver, CO 80202

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*Brown Palace Hotel (Onyx Room, Mezzanine Level)*  
321 17<sup>th</sup> Street, Denver, CO 80202

**Speakers:**

- 9:00 p.m.**

## Programming Ends

**Wednesday, August 28, 2019**

### Travel by Bus to Urban Peak

*Urban Peak*

4890 North Pecos Street, Denver, CO 80221

## Breakfast Session: Speaking with Urban Peak Youth

### Urban Peak

**4890 North Pecos Street, Denver, CO 80221**

Urban Peak serves youth experiencing homelessness in the Denver Metropolitan Area and Colorado Springs. During this time staff will have breakfast and talk with Urban Peak staff and young people served by the organization – hearing individuals' stories and about how the program is helping them to find shelter and connect to skill development opportunities.

**9:15 – 10:30 a.m.      How Denver is Addressing its Youth Populations**

*Urban Peak*

*4890 North Pecos Street, Denver, CO 80221*

This session will focus on youth programming in the Denver metro area. Panelists will discuss initiatives that target both in-school and out-of-school youth – providing education, skills development, work-based learning, and comprehensive support services to prepare and ensure the success of young people in the region.

Speakers will describe their programs, the populations they serve, what makes them work, and their outcomes. They will also identify barriers encountered in carrying out these programs and what federal policy could do to better assist these young people in achieving success.

**Speakers:**

- **Christina Carlson**, CEO, Urban Peak  
**Noel Ginsburg**, CEO, CareerWise Colorado
- **Eliza Harding**, Director of Operations, Zero Dropouts  
**Renee Zentz**, CEO, Housing & Building Association of Colorado Springs
- **Lorena Zimmer**, Talent Pipeline Director, Denver Opportunity Youth Initiative, Denver Metro Chamber of Commerce

**10:30 – 11:00 a.m.      Travel to Northeast Early College High School**

*Northeast Early College High School*

*12000 East 45<sup>th</sup> Avenue, Denver, CO 80239*

**11:00 a.m. –      Early College High School Tour and Talk with Students**

**12:00 p.m.**

Staff will tour the Early College High School (ECHS), led by students participating in ECHS programming. Staff will talk with students to better understand their experiences, how the programs works, and the benefits that result from this strategy in college and career preparation.

**12:00 – 1:15 p.m.      Lunch Session: Seamless and Accelerated Pathways from  
Secondary to Postsecondary Education – Colorado’s Commitment to  
Early College High School**

*Northeast Early College High School*

*12000 East 45<sup>th</sup> Avenue, Denver, CO 80239*

This session will bring together leaders from the Denver Educational Attainment Network and from the metro area’s ECHS community to discuss how they are working across the region’s K-12 and postsecondary systems to create strong postsecondary pathways for students, including

those from diverse and underrepresented backgrounds. Staff will also hear more about the region's ECHS programs that provide college in high school as a strategy to create seamless transitions for students from high school to college and/or career.

Speakers will discuss efforts to ensure equity and success for all students in Denver and will provide information about student outcomes in ECHS programs.

**Speakers:**

- **John Albright**, Student Engagement Director, Denver Public Schools
- **Janel Highfill**, Associate Vice President of Workforce, Partnerships, and Resource Development, Community College of Aurora
- **Therese Ivancovich**, Executive Director, Denver Education Attainment Network (DEAN)
- **Teina McConnell**, Executive Director, Pickens Technical College
- **Stacy Parrish**, Principal, Northeast Early College High School
- **Misti Ruthven**, Executive Director, Innovation & Pathways, Colorado Department of Education

**1:15 – 2:15 p.m.**

**Travel to Community College of Denver**

*Community College of Denver*

*Confluence Building*

*800 Curtis Street, Denver, CO 80204*

**Tour of I-70 Construction Site**

On the drive to the Community College of Denver, the bus will drive through the I-70 construction site where hundreds of Denver residents are being trained and employed as part of this massive highway expansion project. Staff from the project will join us on the bus to discuss how the project is positively impacting the surrounding communities through community benefit and hiring agreements, as well as a complex education and training effort.

**Discussion Leaders:**

- **Molly Bly**, Workforce Development Liaison, Colorado Department of Transportation
- **Tracey Stewart**, Investment Director for Family Economic Security, Gary Community Investments
- **Katrina Wert**, Director, Workforce Initiatives, Community College of Denver



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800 Curtis Street, Denver CO 80204

**Welcome:**

- Discussion Leaders:**

- 800 Curtis Street, Denver CO 80204

Congressional Staff Network Delegation Denver, CO Visit • Agenda • 6

and two cognitive behavior classes. After the fourth week of training, students move to job search.

**4:15 – 5:30 p.m.**      **The Role of Apprenticeship in Skilling Coloradans**  
*Community College of Denver*  
*Confluence Building*  
*800 Curtis Street, Denver CO 80204*

This session will focus on Apprenticeship programs in Colorado – examining how apprenticeships are helping jobseekers and workers gain the skills they need to succeed in regional in-demand industries and occupations. Speakers will describe Colorado’s efforts to implement a robust apprenticeship movement in the state, and how the movement is focusing on nontraditional industry sectors and occupations and involving a range of new partners. Speakers will describe the specific roles that their organizations are playing in carrying out apprenticeships in Colorado, including the critical roles of employers.

**Moderator:**

- **Denise Miller**, State Coordinator for Apprenticeship and Experiential Learning, Colorado Department of Labor and Employment

**Speakers:**

**Abbey Clothier**, Lead Workforce Planning Consultant, Centura Health  
**Eric Dunker**, Associate Vice President and Dean of Business, Technology, and Workforce Partnerships, Arapahoe Community College  
**Mike Macklin**, Associate Vice Chancellor for Workforce Development/Partnerships, Colorado Community College System  
**Chris Magyar**, Chief Academy Officer, Tectonic  
**Josh Morin**, Managing Partner/Owner, Taddiken Tree

**5:30 – 6:00 p.m.**      **Travel by Bus to Hotel**  
*Brown Palace Hotel*  
*321 17<sup>th</sup> Street, Denver CO, 80202*

**6:00 – 7:00 p.m.**      **Travel to Tamayo**  
*Tamayo*  
*1400 Larimer Street, Denver, CO 80202*

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**7:00 – 9:00 p.m.      Dinner Session: Statewide Strategies to Respond to the Changing Economy**

*Tamayo*

*1400 Larimer Street, Denver, CO 80202*

This session will focus on how Colorado is rethinking its strategies in education and workforce development to prepare Coloradans for the rapidly approaching future of work. Staff will hear from the Governor's office and other leaders about the state's efforts to prepare for changes in its economy and its changing skill needs.

**Speakers:**

- **Beth Cobert**, CEO, Skillful
- **Steve King**, Workforce Policy Advisor, Office of Governor Polis

**9:00 p.m.                      Programming Ends**

**Thursday, August 29, 2019**

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**8:00 – 9:00 a.m.      Breakfast Session: Wrap Up**

*Brown Palace Hotel*

*321 17<sup>th</sup> Street, Denver CO, 80202*

Informal discussion with staff about key take-aways from the trip and reflecting on what was learned and ways Federal policymakers can assist states and localities to improve system alignment, programming, and outcomes.

**9:00 – 9:45 a.m.      Travel to Airport**

**11:35 a.m. –      Return Flight to Washington, DC**

**4:45 p.m.      Southwest Flight WN 2415**

*Departs DEN @ 11:35 a.m. (MDT) → Arrives in BWI @ 4:45 p.m. (EDT)*

**6:00 – 6:30 p.m.      Amtrak train from BWI to Union Station**

*6:01 – 6:30 p.m. Amtrak*



FOR ECONOMIC ADVANCEMENT

Hello Jake,

We are pleased to invite you as a member of our Congressional Staff Network to JFF's August site visit. This visit will take place in **Denver, Colorado** from **Tuesday, August 27<sup>th</sup>, 2019 – Thursday, August 29<sup>th</sup>, 2019**. Participants will fly from Baltimore Washington International Airport (BWI) to Denver International Airport (DIA) on the morning of August 27<sup>th</sup>, participate in meetings and site visits throughout the two days, and then fly back to DC in the morning of August 29<sup>th</sup>.

In Denver, staff will learn about how the region is working across secondary, postsecondary education and workforce systems to prepare Coloradans for the 21<sup>st</sup> century economy. We will hear about how Colorado is creating college and career pathway opportunities; developing strong sector initiatives; creating a variety of apprenticeship programs that are available for youth and special populations; and how all of this work is aligned and helping to alleviate poverty and solve skill shortages in the state.

While in Denver, staff will: hear from leading employers, in information technology, advanced manufacturing, construction, and healthcare fields about how they have engaged with education providers to ensure that education and training is meeting their changing skill needs; visit community college campuses to see innovative approaches in postsecondary education while also learning about statewide early college efforts; learn about how the region is working to better prepare youth, specifically those out of work and out of school; and see first-hand how Colorado is leading the country in the development and expansion of apprenticeships for a wide range of participants and in a wide range of occupations

The JFF team is getting excited for the visit and the rich discussions that will take place. Please respond to this survey by Friday June 21<sup>st</sup>, 2019 stating your plans for participation and flight information/preferences. Once your attendance is confirmed our team will book flights and send out more information regarding the trip, including a final agenda and the necessary Ethics documentation. We hope you can join us!

Mary Clagett

Mary Clagett, Senior Director of Workforce Policy, JFF  
May 23, 2019

May 23, 2019